

**ADMINISTRATIVE ASSISTANT II,  
DEPARTMENT OF JUSTICE**



State of California  
**DEPARTMENT  
OF JUSTICE**  
P.O. Box 944255  
Sacramento, CA 94244-2550

**DEPARTMENTAL PROMOTIONAL  
SPOT - SACRAMENTO**

CALIFORNIA STATE GOVERNMENT • AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**FINAL FILING DATE** **September 28, 2012**- Examination Applications (Form STD. 678) must be **POSTMARKED (U.S. MAIL)** no later than the final filing date. Applications must have an original signature. Applications postmarked, personally delivered, faxed or received via interoffice mail after the final filing date will not be accepted for any reason.

**WHO CAN APPLY**

Persons who meet the minimum qualifications by the final filing date as stated on this bulletin. Applicants must have a permanent civil service appointment with the Department of Justice as of the final filing date. Employees who have a limited-term appointment in the department for which the examination is being given (provided they have had a permanent appointment and no subsequent break in service) are allowed to participate in departmental promotional examinations in the department. Other employees who meet the following criteria may also apply: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC) Section 18990; **OR** 2) an exempt employee meeting the criteria defined in GC Section 18992 **OR** 3) Persons who are retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in GC section 18991.

**NOTE: Applicants who qualify under #3 must submit a copy of Form DD214 along with their Standard State Application (STD. 678)**

**HOW TO APPLY**

Examination Application Forms (STD. 678) may be downloaded from the California Department of Human Resources website at ([www.jobs.ca.gov](http://www.jobs.ca.gov)). Applications must be mailed to or filed in person with:

**Mailing Address:**

Department of Justice  
Testing and Selection Unit  
P.O. Box 944255  
Sacramento, CA 94244-2550

**File in Person:**

Department of Justice  
Testing and Selection Unit  
1300 "I" Street, 7th Floor  
Sacramento, CA 95814

**DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES, ONLINE, VIA INTER-AGENCY MAIL OR FAX.**

**SPECIAL TESTING  
ARRANGEMENTS**

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "Examination Application." You will be notified in writing to determine what assistance can be provided.

**SALARY RANGE**

**\$4400-\$5348**

The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect the most recent salary adjustment.

**ELIGIBLE LIST  
INFORMATION**

A departmental promotional eligible list will be established for the Department of Justice. The list will be abolished **12** months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**REQUIREMENTS FOR  
ADMITTANCE TO THE  
EXAMINATION**

**All applicants must meet the education and/or experience requirements for this examination by the final filing date.** All applications/resumes must include "to" and "from" employment dates (month/day/year), time base, and applicable civil service classification title(s) with a detailed description of duties.

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MINIMUM  
QUALIFICATIONS

EITHER I

One year of experience in the California state service performing staff work in a class equivalent in level to Administrative Assistant I.

OR II

Eighteen months of experience in the California state service performing the duties of an Executive Secretary II.

OR III

**Experience:** Three years of progressively responsible experience in one or a combination of the following:

1. Relieving an administrator of assigned administrative detail and preparing reports and/or recommendations for administrative action. (Experience in California state service must be in a class equivalent in level of responsibility to Office Services Supervisor I.)
2. Professional or technical experience in a field usually requiring an education of collegiate grade and involving duties and responsibilities which develop a wide knowledge of the field of management, at least two years of which shall have involved the independent development of administrative recommendations.

(Possession of a Master's Degree in Public, Personnel, or Business Administration or related field may be substituted for one year of the required experience.) **and**

**Education:** Equivalent to graduation from college. (Additional qualifying experience may be substituted for four years of the required education on a year-for-year basis. Any work experience gained in state service may be used to meet the education requirement on a year-for-year basis.) (In appraising experience, more weight will be given to the breadth of experience and the evidence of the candidate's ability to accept and fulfill increasing responsibility than to the length of his/her experience.)

DEFINITION OF TERMS

**Pattern I/III**  
***"Duties in a class equivalent in level and type..."*** means the applicant must have state service experience of appropriate type and length in a class at the same (or higher) level of responsibility, and/or pay as the class specified.

**Pattern II**  
***"Performing the duties of..."*** - To meet this requirement, the applicant must have the amount of experience in state service in the class (or on a T & D to the class) specified.

**Pattern III**  
***"Equivalent to graduation from college"*** - A bachelor's degree from an accredited college. This means applicant must show receipt of a bachelor's degree (4-year degree).

POSITION  
DESCRIPTION

Employees in this class are normally responsible for relieving a director, deputy director, or head of a large operating unit, of administrative detail. They serve to increase the capacity of the administrator to carry out the duties and responsibilities of his/her position and are to be considered as an augmentation of the administrator rather than a separate entity in the organization of the agency. Employees in this class are delegated a high degree of responsibility for making recommendations to the administrator involving broad areas of policy formulation or complex administrative action and often are responsible for effecting such recommendations.

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**EXAMINATION  
INFORMATION**

The examination will consist of a Qualifications Appraisal Interview that will consist of predetermined job related questions. Candidates will be provided a copy of the interview questions to review for a brief period of time before entering the interview room. In order to obtain a position on the eligible list, a minimum rating of 70% must be obtained. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

**Knowledge of:**

1. The basic leadership approaches such as work scheduling, prioritizing and coaching.
2. The organization's relationship with other governmental entities.
3. The organizational structure of the Department, its programs, and how the programs interrelate.
4. The Department's policies and procedures.

**Skill to:**

1. Orally communicate in a courteous, professional manner with a variety of individuals in order to exchange information and/or assign or accept work.
2. Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
3. Review correspondence (hardcopy and electronic mail) from a variety of individuals for relevance and determine appropriate action required.
4. Independently perform difficult administrative work in order to identify and process sensitive/confidential information and complete work assignments.
5. Organize and prioritize one's workload to meet established deadlines and ensure the most important tasks are completed.

**Ability to:**

1. Conduct oneself in a professional manner under a variety of circumstances.
2. Use discretion in situations that include the discussion of sensitive and/or confidential information (e.g., refrain from communicating private information).
3. Perform work in an accurate and thorough manner, paying attention to the details.
4. Effectively handle stressful working conditions (e.g., tight deadlines, work overload) in order to perform job tasks.
5. Use sound judgment in making timely decisions, applying careful and deliberate reasoning to recognize relevant circumstances and impact of decisions.
6. Communicate information and ideas in speaking so others will understand.
7. Oversee other staff and supervise the work of an administrative office.

**SPECIAL PERSONAL  
CHARACTERISTICS**

Demonstrated capacity for assuming increasing responsibility, originality, open-mindedness, and tact.

**ADDITIONAL  
REQUIREMENTS**

Under Section 432.7(e) of the Labor Code, persons seeking employment with the Department of Justice may be asked to disclose arrest or detention information regardless of whether or not the arrest or detention resulted in conviction, referral, or participation in diversion programs prior to appointment. Department of Justice regulations may require, as a minimum, pre-employment investigations consisting of fingerprinting; inquiry to local, State, and national files to disclose criminal records; verification of minimum qualifications (i.e., college transcripts); financial status; previous employment background; and personal interviews to determine applicant's suitability for employment.

**VETERANS  
PREFERENCE CREDITS/  
CAREER CREDITS**

Veteran's preference credits or Career credits **will not** be granted in this examination.

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## GENERAL INFORMATION

**The Department of Justice** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

**It is the Candidate's Responsibility** to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

**For an examination** without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications** are available at the Department of Justice Offices ([www.ag.ca.gov](http://www.ag.ca.gov)) California Department of Human Resources website at ([www.jobs.ca.gov](http://www.jobs.ca.gov)) and local Offices of the Employment Development Department ([www.edd.ca.gov](http://www.edd.ca.gov)).

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

If hearing impaired, call the California Relay Service.

1-800-735-2929 (From TDD Phone)

1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

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TESTING AND SELECTION UNIT  
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SACRAMENTO, CA 94244-2550  
(916) 324-5039